

DEVELOPMENTAL COUNSELING FORM

For use of this form see FM 22-100.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: 5 USC 301, Departmental Regulations; 10 USC 3013, Secretary of the Army and E.O. 9397 (SSN)
PRINCIPAL PURPOSE: To assist leaders in conducting and recording counseling data pertaining to subordinates.
ROUTINE USES: For subordinate leader development IAW FM 22-100. Leaders should use this form as necessary.
DISCLOSURE: Disclosure is voluntary.

PART I - ADMINISTRATIVE DATA

Name (Last, First, MI) Brown, Mary	Rank / Grade SPC/E-4	Social Security No. 123-45-6789	Date of Counseling 6 Sep 02
Organization HHC, Your Unit, APO AE 09123		Name and Title of Counselor SGT Smith, Joseph / Squad Leader	

PART II - BACKGROUND INFORMATION

Purpose of Counseling: (Leader states the reason for the counseling, e.g. Performance/Professional or Event-Oriented counseling and includes the leaders facts and observations prior to the counseling):

Pregnancy counseling

PART III - SUMMARY OF COUNSELING

Complete this section during or immediately subsequent to counseling.

Key Points of Discussion:

o Retention or Separation

o Plans to stay in the Army after having child and make it a career

o Family Care Plan

o Profile

o Physical Fitness / Weight Control

o Leave:

o May go home to give birth

o Convalescent Leave

o Uniforms

o Housing

o Non-deployable status / Levy assignment

o Women, Infants, and Children (WIC) Program

o Problems

OTHER INSTRUCTIONS

This form will be destroyed upon: reassignment (other than rehabilitative transfers), separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits/consequences see local directives and AR 635-200.

Plan of Action: (Outlines actions that the subordinate will do after the counseling session to reach the agreed upon goal(s). The actions must be specific enough to modify or maintain the subordinate's behavior and include a specific time line for implementation and assessment (Part IV below):

- o Start preparing a family care plan ASAP*
- o Keep supervisor informed of all changes in profile and work only within the guidelines of the profile*
- o Check with doctor to get an understanding of any restrictions the medications prescribed may have (driving, lifting)*
- o Participate in the pregnancy Physical Fitness Program*
- o Does not plan on going back home to deliver the baby, but will keep supervisor updated if this plan changes*
- o Coordinate with the unit Supply Sergeant for maternity uniforms*
- o Contact housing to get on the housing list*
- o Enroll in the next financial budget class offered*
- o Make an appointment with the WIC office to get information about the program and to get enrolled*

Session Closing: (The leader summarizes the key points of the session and checks if the subordinate understands the plan of action. The subordinate agrees/disagrees and provides remarks if appropriate):

Individual counseled: I agree / ~~disagree~~ with the information above

Individual counseled remarks:

Signature of Individual Counseled: Mary Brown Date: 6 Sep 02.

Leader Responsibilities: (Leader's responsibilities in implementing the plan of action):

Schedule appointment with the Company Commander for pregnancy counseling and initial Family Care Plan counseling. Adjust duty hours/tasks in accordance with changes in profile. Enroll her in the Pregnancy Physical Fitness Program. Allow her time to visit ACS for financial planning, WIC, housing, and any other related matters. Assist in any other issues that may develop.

Signature of Counselor: Joseph Smith Date: 6 Sep 02.

PART IV - ASSESSMENT OF THE PLAN OF ACTION

Assessment: (Did the plan of action achieve the desired results? This section is completed by both the leader and the individual counseled and provides useful information for follow-up counseling):

Counselor: _____ Individual Counseled: _____ Date of Assessment: _____.

Note: Both the counselor and the individual counseled should retain a record of the counseling.